

SECRET

Executive Series

2-4853

SECURITY INFORMATION

14 January 1952

MEMORANDUM FOR: Administrative Office Heads
 Assistant Deputy Director, Administration (Special)

REFERENCES : (a) Memo dtd 9 Jan 52 fr DCI to D/DCI, DD/P, DD/A, AD/PC, AD/EO, announcing general principles governing administrative support for EO and PC.
 (b) Memo dtd 9 Jan 52 fr DD/P to DD/A, sub: "Administrative Support for Covert Operations."

SUBJECT : Responsibility and authority of the ADD/A (S) in relation to the central administrative offices.

1. The ADD/A (S) is responsible for prosecuting with the central administrative offices the planning, development, coordination and implementation of administrative support for DD/P offices and activities and is authorized to issue appropriate instructions on behalf of DD/A to the central administrative offices in order to insure that, insofar as our resources permit, officers responsible for operations are allocated personnel, funds and material adequate for the performance of missions assigned to them.

2. The ADD/A (S) shall continue to be the Chairman of the Covert Coordination Committee and, as such, shall have the responsibility and authority prescribed for that official in Section 9.4 of CIA Confidential Funds Regulations. For support of the Covert Coordination Committee, the ADD/A (S) shall constitute a project secretariat within his staff and also take over directly the Special Contracting Officer function within this staff.

He shall also continue to act as the permanent Vice Chairman of the Operations Commercial Division Executive Committee.

3. However, it shall be the responsibility of the ADD/A (S) in consultation with the central administrative offices, individually or collectively as appropriate, to insure that the allocation of means to DD/P offices and activities and instructions issued by ADD/A (S) to the central administrative offices are consistent with the other requirements of the Agency, proper security, and continuing support. Any inconsistency or question in respect thereto shall be brought to this office by the ADD/A (S) together with the office chief concerned.

15/
 WALTER REID WOLF
 Deputy Director
 (Administration)

CONCUR:

/s/ [REDACTED] 14 Jan 52
 ADD/A (S)

/s/ L. K. WHITE 14 Jan 52
 ADD/A

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